MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Computer Log on & Off	
Policy Number: CUP 09	Standards/Statutes: ARM 37.27.120
Effective Date: 01/01/02	Page 1 of 2

PURPOSE:

This policy applies to all Montana Chemical Dependency Center employees and Montana Chemical Dependency Center contractors using a state computer. This policy does not apply to public access computers.

POLICY:

Montana Chemical Dependency Center entities must provide for the security of their data and information resources. Access to these resources must be controlled by: users properly logging on and off the network, users not using another employee's User ID, and user's having only one simultaneous connection on the network.

PROCEDURE:

All Montana Chemical Dependency Center computers used by a Montana Chemical Dependency Center employee or state contractor must have a warning banner displayed at all access points. This banner must warn authorized and unauthorized users of the following: what is considered the proper use of the system, that the system is being monitored to detect improper use and other illicit activity, and that there is no expectation of privacy while using the system.

When users leave work at the end of each day they must logoff the network and power off their workstation(s). Exceptions to this guideline include workstations that must be left on to run nighttime jobs. In these cases, the monitor must have a password protected screen saver to prevent unauthorized access.

All agency resources should be released (logged off) when not in use. Users leaving their computers unattended for 15 minutes or longer should either log off the network or have the screen protected with a

1

password.

———————————————————————————————

Revisions: _____

Prepared By: <u>Rona McOmber   Information System Technician   10/30/01</u>
               Name   Title   Date

Approved By:<u>_____   01/01/02</u>
             David J. Peshek, Administrator